BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC POLICY DIRECTIVE 61-1

22 SEPTEMBER 2003

Scientific/Research And Development

SMALL BUSINESS INNOVATION RESEARCH (SBIR) PROGRAM AND SMALL BUSINESS TECHNOLOGY TRANSFER (STTR) PROGRAM

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This Policy Directive establishes minimum requirements for small business innovation research and technology transfer. This directive does not apply to Air National Guard or US Air Force Reserve Units and members.

SUMMARY OF REVISIONS

This policy directive revises AFMCPD 61-1, 5 February 2001 and updates the program authority under the Air Force Research Laboratory and incorporates the latest policy memorandums from the Office of the Secretary of Defense for Acquisition.

1. The Air Force Research Laboratory (AFRL) is the office of primary responsibility for the Air Force SBIR and STTR programs under the authority of the Air Force Technology Executive Officer as designated by the policies and procedures developed by SAF/AQR. The AFRL Plans and Programs Directorate (AFRL/XP) will assign the Air Force program manager for the AF SBIR and STTR programs. The AF SBIR program objectives are to stimulate technological innovation, strengthen the role of small business to meet federal Research and Development (R&D) needs, foster and encourage participation by minority and disadvantaged persons in technological innovation, and increase the commercial application of federally supported research or R&D results. This policy directive implements the SBA SBIR Policy Directive, 24 Sep 2002 and the SBA STTR Policy Directive dated 16 Jun 2003. It also implements the Small Business Innovation Development (SBID) Act of 1982 (PL 97-219, 22 Jul 82) as amended by PL 99-443, 6 Oct 86, PL 102-564, 28 Oct 92, PL106-554. In 1992, Congress enacted the Small Business Technology Transfer Act of 1992 (STTR Act), PL 102-564 as amended by PL 107-50, dated 15 Oct 2001. Reference: AFMCI 61-101, dated 14 July 2000.

2. The Air Force program is a phased process of soliciting proposals and awarding contracts for R&D to meet Air Force requirements. To encourage small business participation, AFRL/XP directs relevant field units to do the following:

2.1. Provide assistance to individual small businesses to familiarize them with Air Force acquisition procedures.

2.2. Maintain a streamlined SBIR process to reduce the administrative burden on small business and participating organizations.

2.3. Collect topic descriptions for the SBIR solicitation, receive proposals, arrange for and track proposal evaluations, and insure topics and evaluations comply with program direction. AFRL will allocate at least 50% of the total annual SBIR topics to the Air Force acquisition agencies. These acquisition agencies topics should be in direct support of their respective system and subsystem technology needs.

2.4. Support all efforts to facilitate commercialization and encourage SBIR awardees to actively market their technologies.

2.5. Acquisition agencies should take the necessary steps to transition the SBIR developed technologies into their systems and subsystems.

2.6. Compile and submit data for the annual report to the Small Business Administration (SBA) through OSD/SADBU.

2.7. Manage funds allotted by AFRL/XP.

2.8. Encourage the leveraging of non-SBIR funds for SBIR contracts.

3. Commanders of relevant Air Force field units will be required to establish local policy and procedures to implement this policy directive.

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USAF Vice Commander